PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: **Distribution** **Date:** July 10, 1997

From: **S. Laffoon**

Subject: **LIMS Team Meeting Minutes for 7/10/97**

Attendees: C. Ament, P. Callaham, E. Carmines, S. Laffoon, F. Logan, R. Lipps, C. Mazur, J. Sampson, J. Wickham

Business Conducted:

- J. Sampson updated the team on the status of several items:
  - * It appears that the Goffman consulting purchase requisition will be approved.
  - * A divisional presentation was given to Analytical Research on Monday, June 30, 1997.
  - * Payments to Rising Sun and Susan Goodhart are still waiting for a purchase order number.
- C. Ament reported that laboratory surveys for ARD and PTL are complete and available in the LIMS folder. PRD did not indicate which areas could be toured, and there has been no response from Non-Tobacco Materials Technology and Product Development.
- J. Wickham has prepared presentation slides for corporate standards, future lab visions and current LIMS instrument capabilities. These are available under presentations in the LIMS folder. The team will review the presentation at the July 24th meeting.

Action Items:

- J. Sampson will try to get consultant PO signed by next week.
- E. Carmines will contact M. Goffman to set up the initial meeting dates, and will forward copies of the Dictionary of Tobacco Terminology and The Design of Cigarettes (Hoechst Celanese).
- S. Laffoon will contact Non-Tobacco Materials Technology and Product Development concerning completion of lab surveys. F. Logan will find out which areas can be toured in the PRD labs.
- S. Laffoon and R. Lipps will schedule divisional presentations for PTL and ITD.

Next Meeting:

Date: July 24, 1997
Agenda: To be announced

Distribution:

Ament, C.	Koller, K.	Mazur, C.
Callaham, P.	Lipps, R.	Sampson, J.
Carmines, E.	Lisbon, D.	Wickham, J.
Good, B.	Logan, F.	

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